



REQUEST FOR BID (RFB)

for

ELEVATOR EQUIPMENT MODERNIZATION BID
City of Martinsville Municipal Building
55 West Church Street
Martinsville, VA
9/24/21

All inquiries for information regarding this solicitation should be directed to:
Zach Morris, (Purchasing), or Jeff Gauldin (Director of Public Works) (276) 403-5159
Interested parties wishing to survey the site in preparation for submitting a proposal should contact:

Mr. Chad Dodson, Building Maintenance Supervisor at (276) 403-5139

Sealed Proposals will be received until **2:00 pm on Wednesday, October 6th, 2021.** Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

Proposals should be mailed or hand delivered to:

(Fedex/UPS)

**Mr. Zach Morris
City of Martinsville
Purchasing Department
990 Fishel St
Martinsville, VA 24112**

OR

(Hand-Delivery)

**Mr. Zach Morris
City of Martinsville
Purchasing Office
990 Fishel Street
Martinsville, VA**

Reference the opening Date and Hour and subject of the RFB in the lower-left corner of the return envelope or package.

In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

Tax Identification Number: _____ Contractor's License No.: _____

Business Name and Address:

Payment Address:

Business Telephone Number: () _____ Fax Number: () _____

E-Mail Address: _____

Authorized By: _____ Date: _____

Name: _____ Title: _____

Liability Insurance Coverage:

Insurance Carrier: _____ Policy No.: _____

Agent / Producer: _____ Telephone No.: _____

NOTE: A copy of Bidders certificate of liability insurance must be attached to this form to receive consideration. Failure to do so will result in bidder being considered non – responsive.

RFB

SCOPE OF COVERAGE

- I. **PURPOSE:** The purpose of this Request for Bid (RFB) is to solicit sealed bids to establish a contract through competitive negotiations for an Elevator equipment modernization for the two elevators located in The City of Martinsville, Municipal Building (55 West Church Street, Martinsville, VA)
- II. **CONTRACT PERIOD:** The term of this contract is for the term of work required.
- III. **BACKGROUND:** The City of Martinsville endeavors to procure the services of a qualified Contractor to provide modernization services to the existing elevators serving the City Municipal Building located at 55 West Church Street, Martinsville, Virginia.
- IV. **SCOPE OF SERVICE:** All bidders are required to submit a detailed proposal outlining technical service procedures recommended, frequency procedures will be performed, and approximate times of the year the services will be conducted. In addition to bidders' recommendations, all services outlined in the "Required Scope of Services" must be included in the bidder's proposal.

REQUIRED SCOPE OF SERVICES:

All additions, exceptions, and limits of coverage, as well as the frequency of services performed under the scope of this RFB, are detailed in this section. To define what equipment is included in this RFB, please review the "Scope of Coverage" section carefully. "Equipment / Service Schedule" defines what equipment and frequency of services are required in this RFB.

Scope Of Work: Martinsville Municipal Bldg. **#ONE /#TWO Elevator Modernizations**

- Furnish and install a new non-proprietary elevator controller/selector system.
- Furnish and install new hydraulic power unit, including pump, pump motor, valve, hydraulic oil tank, chamber muffler, pressure gauge, sight gauge, and shutoff valve.
- Provide new AW-32 hydraulic oil to the system.
- Furnish and install new car door operator system.
- Furnish and install new car operating panel.
- Furnish and install new hall call stations.
- Furnish and install new car rollers.
- Furnish and install new door rollers.
- Furnish and install new door aspirators.
- Furnish and install new hoist-way door closers.
- Furnish and install new hoist-way door interlocks.

- Furnish and install new car and hoist-way door gibs.
- Furnish and install new fire tabs.
- Furnish and install new hoistway limit switches.
- Furnish and install new elevator car top package (cartop inspection station with light and exhaust fan).
- Furnish and install new jack packing kits (if needed).
- Furnish and install new elevator pit area light fixture.
- Furnish and install a new pit ladder.
- Furnish and install new hoist-way piping, wiring, and ducting.
- Furnish and install new Snap Cab-type elevator cab/ceiling upgrade.
- Permit, test, and inspect, as required.

ADDITIONS AND EXCEPTIONS - All terms and conditions set forth in this RFB are as written unless otherwise noted below:

Proper performance of such work is to be completed by the general Contractor or other contractors or subcontractors:

1. Access to the machine room and machinery space as required by the governing code or authority.
2. Machine room door must be self-closing/self-locking (ASME A17.2 2013 item 2.1.1)
3. Machine room Ventilation.
4. Temperature in machine room to be maintained between 50 and 90 degrees F. After awarding of contract, manufacturer will provide information regarding heat output from elevator equipment.
5. Light and convenience outlets (must be GFCI) in machine with light switches located within 18" of lock jamb side of machine room door.
6. A fused mainline disconnect switch or circuit breaker for each elevator per the National Electric Code with feeder or branch wiring to controller (see NFPA 70-620-51).
7. A fused disconnect switch 120 volt A/C, 20 amp, located adjacent to the mainline disconnect switch for the elevator car light supply. Feeder wiring to be routed to the elevator controller.
8. Ventilation and pressurization of the hoistway as required by the governing code or authority.
9. Dry pit reinforced to sustain vertical forces on car rails and impact loads from car buffers. A drain or sump pump shall be provided as per current state and local code requirements.
10. Convenience outlets (must be GFCI) and light fixtures in pit with a switch located adjacent to the access door.
11. Where access to the pit is by means of the lowest hoist way entrance, a vertical iron ladder extending 48", minimum, shall be located above sill of each access door.
12. Any cutting patching and painting of walls, floors or partitions together with finish painting of entrance doors and frames and removal of barricaded opening.
13. Electric power for lights, tools, hoists, etc., during erection as well as electric current of permanent characteristics for installing, testing and adjusting the elevator.
14. Fire sensing devices at elevator lobbies on each floor and one in each elevator equipment room connected to a manual reset panel with electric conductors from that panel to the

- elevator controllers. (ASME 17.1 2013)
15. Individual telephone line wiring to elevator controller.
 16. Any governmentally required safety provision not directly involved with the elevator installation.
 17. Refer to Local Codes for additional requirements.
 18. Fire Extinguishers in Equipment Room.
 19. A dedicated elevator machine room with a self-closing fire-rated door must be erected.
 20. Additionally, a new elevator mainlines disconnect must be installed.

V. CONTRACTOR QUALIFICATIONS

Contractors and mechanics must meet the certifications and qualifications set forth in Article 4 Code of Virginia §§ 54.1-1140 *et seq.*

VI. TECHNICAL REQUIREMENTS

- A. **Quality of Work:** All work shall be performed professionally according to the highest standard of the industry. Under this contract, the elevator equipment shall be up dated as originally specified, designed, manufactured, and installed. Any work that has to be corrected due to the Contractors faulty workmanship, equipment, tools, or materials shall be done at the expense of the servicing Contractor.
- B. **Standards:** All work shall be performed in accordance with all federal, state, and local codes, as well as the standards of the following agencies, whichever is more stringent:
- American National Standards Institute (ANSI)
American Society of Mechanical Engineers (ASME)
American Society of Testing Materials (ASTM)
Building Officials and Code Administrators (BOCA)
Environmental Protection Agency (EPA)
Sheet Metal and Air Conditioning Contractors National Association (SMACNA)
- C. **Guarantee of Work:** Unless provided otherwise, the Contractor shall guarantee all work covered under this contract against defects resulting from the use of substandard materials, equipment, or workmanship one year from the date of final acceptance by the owner.
- D. **Scheduling:** Upon award of contract, the Contractor shall meet with the owner's representative to arrange a work schedule which shall meet the approval of the

Contractor and owner, in accordance with the enclosed Equipment / Service Schedule.

E. **Reports:** A time and materials sheet for each individual piece of equipment shall be signed by the service representative and left with the owners' representative on the date the service is performed. The time and materials sheet shall identify personnel, time worked on equipment, and type and quality of materials and parts used. The Contractor shall submit their standard maintenance inspection log for the owner's approval before the work starts. The Contractor shall be responsible for immediately reporting any problems, failures, or malfunctions to the owner's representative.

F. **Materials for Preventive Maintenance:** The work shall include all materials and parts required for the routine maintenance as specified. Materials and parts used must be of top quality, and shall be manufactured or recommended by the same manufacturer of the equipment being serviced or repaired.

G. **Contractor Personnel Requirements:** The Contractor shall have the ability to provide competent, trained, and experienced employees. As part of this RFB, the Contractor shall provide information detailing experience, training, and professional registrations for the personnel the Contractor intends to assign to work under this contract, and at a minimum, shall be able to provide personnel experienced in refrigeration mechanics, and mechanic support services and supervision, as well as the following:

1. **Mechanical Engineer:** The Contractor shall demonstrate the ability to provide professional mechanical engineering services. The Mechanical Engineer shall have a minimum of five (5) years of experience in the design and maintenance of A/C systems. The Mechanical Engineer shall be responsible for performing Diagnostic Survey Work on an "as needed" consultant basis. The cost for the Mechanical Engineering services shall be included in the Contractor's Proposal Price.
2. **Warranty Agent:** The Contractor shall be the authorized warranty agent of the manufacturer for at least 25% the of the equipment covered under this agreement.

VII. **OTHER REQUIREMENTS**

1. **Parking Policy** All Contractor's vehicles parked on the owner's premises shall require prior approval for acceptable locations. Parking or driving on

turf or sidewalk is strictly prohibited, except as specifically directed or allowed otherwise by the owner

2. **Work Schedule:** Normal hours of operation are from 7:30 am to 5:30 pm, Monday thru Friday. All work not considered to be emergency repairs or interference with the owner's daily operations should be scheduled during these hours.
3. **Licensing:** All bidders must have a current class A contractor's license in the name of the company or one of its officers, issued by the Commonwealth of Virginia to do business in the State of Virginia. A photocopy of a current class A contractor's license must be attached behind the "General Information Form" to receive consideration.
4. **Liability Insurance:** All bidders must have a liability insurance policy issued by a firm licensed to do business in the State of Virginia. Minimum limits of coverage are: General liability/Products-\$2,000,000.00, personal injury-\$1,000,000.00, fire damage-\$100,000.00, med. Exp.-\$5,000.00 (per person), Excess umbrella-\$3,000,000.00

VIII. PROPOSAL PREPARATION AND SUBMISSION:

A. General Requirements:

1. **RFB Response:** In order to be considered for selection, contractors must submit a complete response to this RFB. **One original and three copies** of each proposal must be submitted to:

Mr. Zach Morris
City of Martinsville – Purchasing Dept.
990 Fishel Street
Martinsville, VA 24112

Reference the Opening Date and Hour, and RFB Description in the lower left-hand corner of the return envelope or package.

2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the company. All information requested should be submitted. Failure to submit all information requested may result in requiring prompt submission of missing information, giving a lowered evaluation of the proposal, and/or considering the proposal non-responsive. Proposals which are substantially incomplete or lack key information may be rejected by the owner at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation

- b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFB. Emphasis should be on completeness and clarity of content.
- c. Proposals should be organized in the order in which the requirements are presented in the RFB. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFB. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFB. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents that cross-references the RFB requirements. The information which the Bidder desires to present that does not fall within any of the requirements of the RFB should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFB requirements are specifically addressed
- d. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.
- e. Ownership of all data, material, and documentation originated and prepared for the City of Martinsville pursuant to the RFB shall belong exclusively to the City of Martinsville and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure, the Contractor must invoke the protections of Section 11-52D of the Code of Virginia, in writing, either before or at the time the data or other materials are submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute a trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

3. **Specific Requirements:** Bids should be as thorough and detailed as possible so that the City of Martinsville may properly evaluate the capabilities to provide the required services. Proposers are required to submit the following information/items as a complete proposal:

- a. The return of the General Information Form addenda, if any, is signed and filled out as required.
- b. Five (5) recent references, either commercial, industrial, or governmental, for whom you have provided the type of goods and services described herein. Include the date(s) the goods or services were furnished, the client name, address, and the name and phone number of the individual we have your permission to contact.
- c. Contractor's organization data, including size and structure of the firm, joint venture and/or subcontractor arrangements, if any, location of branch offices, and financial standings.
- d. A complete and detailed description of qualifications and experience relative to the services described herein. Proof of required certifications must be included.
- e. Listing of proposers management and staff personnel to be used for this contract, designated by discipline and detailing qualifications and experience relative to the services described herein. Included a resume for each and proof of required certifications.
- f. Copy of class A contractor's license.
- g. Certificate of Liability Insurance.

IX. SELECTION CRITERIA AND AWARD:

- A. **Selection Criteria:** Proposals will be evaluated by the City of Martinsville using a number of criteria, including but not limited to price, qualifications (technical and experience), references, and geographic location/proximity of service office.
- B. **Award:** Selection shall be made of one or more contractors deemed to be fully qualified and best suited among those submitting proposals based on the evaluation factors included in the Request for Proposals. Negotiations shall be conducted with contractors so selected. The price shall be considered but shall not be the sole determining factor. After negotiations have been conducted with each Contractor so selected, the City of Martinsville shall select the Contractor who, in its opinion, most closely meets the requirements outlined in this RFB and shall award the contract to that Contractor. The City of Martinsville may cancel this Request for Proposals or reject proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 11-65D, Code of Virginia.) Should the City of Martinsville determine in writing and in its sole discretion that only one Contractor is fully

qualified or that one Contractor is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Contractor. The award document will be a contract incorporating by reference all the requirements, terms, and conditions of this solicitation and the Contractor's proposal as negotiated.